

**Report Date:** 13 Feb 2015

**Summary Report for Individual Task  
805K-79R-3106  
Lead a Future Health Care Officer  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** Your recruiting operation plan (ROP) indicates you must perform sustainment operations with a newly commissioned Future Officer. You have the Future Officers residual packet, all appropriate enrollment documents, Medical Operational Data System (MODS) information, Basic Officer's Leadership Course (BOLC) information, and all other required accessions documentation to include orders for Army Reserve Future Soldiers. You have access to your ROP, Recruiter Zone (RZ), USAREC Reg 601-37, USARC Manual 3-30 AR 670-1, AR 40-501, Officer's guide, and a recruiter workstation (RWS). All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home> This task should not be trained in MOPP 4.

**Standard:** Contact Future Soldiers, within 72 hours of board selection and at least every thirty days until departure to BOLC (RA) or receipt of orders (AR), to schedule commissioning ceremony (if required) and review Future Soldiers responsibilities (IAW USAREC Regulation 601-37, paragraph 11-2.a.).

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### **Performance Steps**

1. Determine sustainment procedures of all students, direct commissions, education delays and Army Reserve commissions. Make minimum contacts as prescribed by regulatory guidance.

- a. All Future Officers - contact once every 30 days and twice a week 30 days prior to BOLC attendance.
- b. Army Reserve - once orders arrive. The recruiter will escort the Future Officer to their first battle assembly.
- c. Conduct mandatory Future Officer follow-up as prescribed by regulatory guidance (minimum once a month).

2. Verify the Future Officer is prepared to proceed to their unit of assignment.

- a. Schedule and conduct transportation briefing, uniform purchases, and BOLC brief.
- b. Verify the Future Officer has all current licenses needed and a valid physical prior to departure for their duty station or BOLC.
- c. Inform the Future Officer they will be on a temporary duty (TDY) status.
- d. Provide the Future Officer with a phone number for the guest house.
- e. Inform the Future Officer about house hunting guidelines and that they will not be reimbursed for housing, food, etc., for the days preceding BOLC start date.
- f. Assist Future Officer obtain a military identification card.
- g. Verify Defense Enrollment Eligibility Reporting System (DEERS) enrollment for the Future Officer.
- h. Assist in establishing an Army Knowledge On-line (AKO) account and MODS (Upon completion of enrollment process. (This is mandatory).
- i. Provide copies of the enrollment documents, Standard Form 86, DA Form 71, physical examination (PE), appointment & assignment orders, direct deposit, family care plan (as needed), etc.
- j. Advise Future Officer to take additional documents to BOLC or their first duty assignment such as, marriage certificate, divorce decree, professional credentials, birth certificates self/spouse/dependents, etc.
- k. Re-commission officer upon completion of specific program requirements (i.e. medical school graduation entering residency programs).

3. Process an applicant who fails to meet program requirements or declines initial commission.

- a. Identify reason(s) for declination or potential loss to program.
- b. Re-state the applicant main reason(s) for commissioning in the Army.
- c. Inform the chain of command of the declination or issue with the officer IAW Medical Recruiting Battalion (MRB) policy.
- d. If applicant is a direct accession, try to mentor, coach, and lead the applicant into Army Reserve (AR) programs.
- e. If all efforts to salvage the contract are unsuccessful, notify chain of command immediately.

f. Forward the appropriate documentation provided by the select/officer.

g. Inform the applicant that must wait one year before reapplying if no exception to policy is approved by the Health Services Directorate (HSD).

h. Inform the applicant of the consequences for not fulfilling their contractual obligation or accepting the commission.

4. Identify "educational delay" and "Health Professionals Scholarship Program (HPSP)" Future Officer who are transferring into or out of your area.

a. Transfer sustainment responsibility for education delay and HPSP Future Officer who are moving outside the recruiting center area by completing USAREC Form 991-A and forwarding to the MRB.

b. Residual packet must be sent to gaining health care Recruiting Center.

c. Assume sustainment responsibility for education delay and HPSP Future Officers who are moving into the recruiting center area.

d. Transfer of Future Officer must occur in a timely manner between gaining and losing recruiter.

e. Assist with updated physical examination if necessary.

f. Contact gaining center and recruiter responsible for the transferring or incoming Future Officer.

5. Document RZ with sustainment and follow-up results.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test. Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Determined sustainment procedures of all students, direct commissions, education delays and Army Reserve commissions. Made minimum contacts as prescribed by regulatory guidance.			
a. All Future Officers - contacted once every 30 days and twice a week 30 days prior to BOLC attendance.			
b. Army Reserve - contacted once a month until orders arrive. The recruiter escorted the Future Officer to their first battle assembly once orders arrive.			
c. Conducted mandatory Future Officer follow-up as prescribed by regulatory guidance (minimum once a month).			
2. Verified the Future Officer is prepared to proceed to their unit of assignment.			
a. Scheduled and conducted transportation briefing, uniform purchases, and BOLC brief.			
b. Verified the Future Officer had all current licenses needed and a valid physical prior to departure for their duty station or BOLC.			
c. Informed the Future Officer they will be on a temporary duty (TDY) status.			
d. Provided the Future Officer with a phone number for the guest house.			
e. Informed the Future Officer about house hunting guidelines and that they will not be reimbursed for housing, food, etc., for the days preceding BOLC start date.			
f. Informed the Future Officer about house hunting guidelines and that they will not be reimbursed for housing, food, etc., for the days preceding BOLC start date.			
g. Verified Defense Enrollment Eligibility Reporting System (DEERS) enrollment for the Future Officer.			
h. Assisted in establishing an Army Knowledge On-line (AKO) account and MODS (Upon completion of enrollment process. (This is mandatory).			
i. Provided copies of the enrollment documents, Standard Form 86, DA Form 71, physical examination (PE), appointment & assignment orders, direct deposit, family care plan (as needed), etc.			
j. Advised Future Officer to take additional documents to BOLC or their first duty assignment such as, marriage certificate, divorce decree, professional credentials, birth certificates self/spouse/dependents, etc.			
k. Re-commission officer upon completion of specific program requirements (i.e. medical school graduation entering residency programs).			
3. Processed an applicant who failed to meet program requirements or declined initial commission.			
a. Identified reason(s) for declination or potential loss to program.			
b. Re-stated the applicant main reason(s) for commissioning in the Army.			
c. Informed the chain of command of the declination or issue with the officer IAW Medical Recruiting Battalion (MRB) policy.			
d. If applicant is a direct accession, tried to mentor, coach, and lead the applicant into Army Reserve (AR) programs.			
e. If all efforts to salvage the contract are unsuccessful, notified chain of command immediately.			
f. Forwarded the appropriate documentation provided by the select/officer.			
g. Informed the applicant that must wait one year before reapplying if no exception to policy is approved by the Health Services Directorate (HSD).			
h. Informed the applicant of the consequences for not fulfilling their contractual obligation or accepting the commission.			
4. Identified "educational delay" and "Health Professionals Scholarship Program (HPSP)" Future Officer who are transferring into or out of your area.			
a. Transferred sustainment responsibility for education delay and HPSP Future Soldiers who are moving outside the recruiting center area by completing USAREC Form 991-A and forwarded to the MRB.			
b. Residual packet was sent to gaining health recruiting center.			
c. Assumed sustainment responsibility for education delay and HPSP Future Soldiers who are moving into the recruiting center area.			
d. Transferred of Future Officer must occur in a timely manner between gaining and losing recruiter.			
e. Assisted with updated physical examination if necessary.			

f. Contacted center station and recruiter responsible for the transferring or incoming Future Officer.			
5. Documented RZ with sustainment and follow-up results.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 40-501	Standards of Medical Fitness	No	No
	AR 670-1	WEAR AND APPEARANCE OF ARMY UNIFORMS AND INSIGNIA ( <a href="http://www.apd.army.mil/pdf/files/r670_1.pdf">http://www.apd.army.mil/pdf/files/r670_1.pdf</a> )	No	No
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC MANUAL 3-01	The Recruiter Handbook	Yes	No
	USAREC Manual 3-30	Recruiting Company Operations V1	No	No
	USAREC REG 601-37	Army Medical Department Recruiting Program	Yes	Yes

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
805K-79R-3100	Conduct an Army Interview (Health Care)	805K - Recruiting and Retention, Ft. Knox, (Individual)	Approved

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None